



## MEMORANDUM

**TO:** Superintendent and Alternative Education Contact

**FROM:** Sue Foxx, Alternative Education Specialist  
Division of College and Career Preparation

**DATE:** Full-Time Equivalent (FTE) Student Report

**SUBJECT:** December 11, 2009

The Alternative Education Grant reimbursement requires the submission of a Full-Time Equivalent (FTE) Student Report that records the actual attendance count for **January 1 through December 31, 2009**. The FTE Student Report with the superintendent's original signature must be submitted to the Department by **Friday, January 15, 2010**. Only school corporations that are the fiscal agents for alternative education programs need to complete the report. The alternative education disbursement will occur in mid-February, 2010. Since we continue under a reduced allocation, we anticipate that the full-time equivalent student amount will not exceed the \$601.00 per FTE student distributed last year.

### Directions for Completing the Full-Time Equivalent Student Report

The FTE Student Report is posted in the Find it Fast box at <http://www.doe.state.in.us/alted/welcome.html>. Reports should not be submitted until programming for CY2009 is complete. Once at the site, follow the directions below:

- Enter the school corporation number and PIN to access the list of alternative education programs approved for your corporation. Click 'LOGIN.'
- Select the program under 'Initial Submission' and click 'ENTER.'
- Enter the numbers in the appropriate boxes and click 'SUBMIT.' The computer will apply the formula and the calculations will appear on the screen. If an error message appears, check your calculations, make corrections, and resubmit.
- If a program was approved but did not operate, please enter '0' in each box and click 'SUBMIT'. There is no need for the superintendent's signature in this situation and no need to send in a paper copy.
- If you need to correct the form after having submitted it, go to 'Edit'

Submission,' select the program you want to edit, and click 'ENTER.'

Change the figures and click 'SUBMIT.' The revised calculations will appear.

- Print a copy of the FTE Student Report for each program and ensure that it is signed by the superintendent.
- Mail or hand deliver the signed FTE Student Report for each approved alternative education program to:  
Sue Foxx  
Indiana Department of Education  
151 West Ohio Street  
Indianapolis, IN 46204
- FTE Student Reports must be received or postmarked by **Friday, January 15, 2010**.

If you have any questions, contact Sue Foxx at 317-233-3598 or [sufoxx@doe.in.gov](mailto:sufoxx@doe.in.gov).